



## Taunton Parks, Cemeteries & Public Grounds Commission

### Special Event Permit Application

170 Harris Street, Taunton, MA 02780

Telephone: (508) 821-1415 Fax: (508) 821-1065

AJ Marshall, Commissioner

E-mail: [AMarshall@taunton-ma.gov](mailto:AMarshall@taunton-ma.gov)

NAME OF ORGANIZATION: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DAY PHONE: \_\_\_\_\_

EVENING PHONE: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

MANAGER ON SITE DAY OF EVENT: \_\_\_\_\_ CELL-PHONE: \_\_\_\_\_

#### SPECIAL EVENT INFORMATION

*Complete all information for the event*

##### TYPE OF EVENT:

Run/Walk \_\_\_\_\_ Rally \_\_\_\_\_ Parade \_\_\_\_\_ Craft Fair \_\_\_\_\_ Parade \_\_\_\_\_ Concert \_\_\_\_\_

Wedding Ceremony \_\_\_\_\_ Wedding Photo's \_\_\_\_\_ Other (specify): \_\_\_\_\_

Picnic (Memorial or Hopewell Park Only) \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_ Rain-date: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Requested Area: Taunton Green \_\_\_\_\_ Vietnam Memorial \_\_\_\_\_  
Memorial Park \_\_\_\_\_ Hopewell Park \_\_\_\_\_  
Liberty & Union Park \_\_\_\_\_

Area of Park (Describe Physical Boundaries): \_\_\_\_\_

Hours of Event: \_\_\_\_\_ AM/PM TO \_\_\_\_\_ AM/PM

Set up Time: \_\_\_\_\_ AM/PM TO \_\_\_\_\_ AM/PM Take Down Time: \_\_\_\_\_ AM/PM TO \_\_\_\_\_ AM/PM

Description of Event Set up: \_\_\_\_\_

Please attach copy of the plan, maps, etc.

**Please indicate whether the following items pertain to your event**

**Yes      No**

___	___	Food Concessions and/or Food Preparation Areas (Board of Health Permits will be notified)
___	___	Will you cook at the event area?    ___ Gas            ___ Electric    ___ Charcoal    ___ Other
___	___	Will you set up Tables and and/or Chairs? How many?    ___ Tables    ___ Chairs
___	___	Fencing, Police Barrier's Requested?
___	___	Does your event require electricity? Use charge may apply.
___	___	Booth (s) Exhibits (s) Displays (s)
___	___	Canopy and/or Tent (s) Dimensions: _____ Tents or Canopies will only be allowed on stone-dust area of Taunton Green (additional approval will be required)
___	___	Will you a have Vehicles or Trailer on site? How Many? _____
___	___	Trash Container (s) and/or Dumpster? (Dumpster rental may apply)
___	___	Portable Restrooms? If yes, please provide the name of the vendor providing the units: _____
___	___	Entertainment ? Please describe: _____
___	___	Amusement Vendor? Please describe: _____
___	___	Will the Event be Advertised? How? _____ You must have event approval before you can advertise.
___	___	Sponsorship/Vending or Promotional Activity? Please describe: _____ _____
___	___	Use of Lights (Hopewell Park – Lighting fee will apply)

**Other Permits**

Please note that all requests will be referred to the Parks, Cemeteries & Public Grounds Commission and may require approval by other City Agencies to include but not limited to the following: Mayor, Municipal Council, Police, Fire, Board of Health, Risk Manager, DPW. It is the responsibility of the applicant to secure all necessary city permits.

### Insurance Requirements

Evidence of Insurance will be required before final permit approval. Please provide a Certificate of Insurance which shows a minimum of \$1 Million in Commercial General Liability Insurance and a police endorsement which indemnifies and holds harmless the City of Taunton. Some events may require a higher limit of insurance. Additionally, the applicant must list the City of Taunton as additional insureds on their certificate of insurance. Each event is evaluated on its risk exposure. The City of Taunton is not responsible for any accidents or damages to persons or property resulting from the issuance of this permit.

### Affidavit of Applicant

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies and rules and regulations listed on this form as they pertain to the requested usage. I agree to follow all rules and regulations as contained in this application as well as those Rules of the Taunton Parks, Cemeteries & Public Ground Commission relative to use of any public parks, playground or other public areas in the City of Taunton. **I understand that all overtime and use fees must be made prior to / or the day of the event. This fee will be refunded if the event is canceled.**

Name of Applicant: \_\_\_\_\_ ( Please Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

----- **Approved**      Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ **Denied**      Copies to: \_\_\_\_\_ Police Chief    \_\_\_\_\_ Fire Chief    \_\_\_\_\_ Risk Manager    \_\_\_\_\_ Mayor  
                                 \_\_\_\_\_ Municipal Council    \_\_\_\_\_ City Clerk    \_\_\_\_\_ Board of Health